

CITY OF CALEXICO

APPLICATION FOR EMPLOYMENT



We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.

Position(s) Applied For		Date of Application	
How Did You Learn About Us?			
<input type="checkbox"/> Advertisement <input type="checkbox"/> Friend <input type="checkbox"/> Inquiry <input type="checkbox"/> Employment Agency <input type="checkbox"/> Relative <input type="checkbox"/> Other _____			
Last Name	First Name	Middle Name	
Address <i>Number</i>	<i>Street</i>	<i>City</i>	<i>State</i> <i>Zip Code</i>
Telephone Number(s)		Email Address	

Best time to contact you at home is::___ __M

If you are under 18 years of age, can you provide required proof of your eligibility to work?..... ☐ Yes ☐ No

Have you ever filed an application with us before? If Yes, give date ☐ Yes ☐ No

Have you ever been employed with us before? If Yes, give date ☐ Yes ☐ No

Do any of your friends or relatives, other than spouse, work here? ☐ Yes ☐ No

If Yes, state name, relationship and location

Are you currently employed? ☐ Yes ☐ No

May we contact your present employer? ☐ Yes ☐ No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration status?

Proof of citizenship or immigrations status will be required upon employment. ☐ Yes ☐ No

Date available for work What is your desired salary range?

Are you available to work :

- ☐ Full Time (Please indicate 1 2 3 shift)
☐ Part Time (Please indicate Mornings Afternoon Evenings)
☐ Temporary (Please indicate dates available _____ to _____)

Are you currently on "lay-off" status and subject to recall? ☐ Yes ☐ No

Can you travel if a job requires it? ☐ Yes ☐ No

EDUCATION

School	Name and Address of School	Course of Study	No. of Years Completed	Diploma / Degree
High School				
Undergraduate College				
Graduate/Professional				
Other (Specify)				

ADDITIONAL INFORMATION

State any additional information you feel may be helpful to us in considering your application, including any job related training in the U.S. Military.

Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.

Are you capable of performing in a reasonable manner; with or without a reasonable accommodation, the activities involved in the job or occupation for which you have applied? A review of the activities involved in such a job or occupation has been given.. _____ Yes _____ No

WE ARE AN EQUAL OPPORTUNITY EMPLOYER
PREEMPLOYMENT DRUG TESTING REQUIRED

Start with your present or last job. Include any job-related military service assignments and volunteer activities. Exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.			
Employer	Dates Employed		Worked Performed
Address			
Telephone Number(s)			
Starting/Present Job Title			
Supervisor			
Reason For Leaving		May we Contact <input type="checkbox"/> Yes <input type="checkbox"/> No	
Employer	Dates Employed		Worked Performed
Address			
Telephone Number(s)			
Starting/Present Job Title			
Supervisor			
Reason For Leaving		May we Contact <input type="checkbox"/> Yes <input type="checkbox"/> No	
Employer	Dates Employed		Worked Performed
Address			
Telephone Number(s)			
Starting/Present Job Title			
Supervisor			
Reason For Leaving		May we Contact <input type="checkbox"/> Yes <input type="checkbox"/> No	

REFERENCES Do not include family members or past supervisors.

Name	Phone Number	Best Time To Call	Occupation
1.			
2.			
3.			

APPLICANT’S STATEMENT

I certify that answers given herein are true and complete.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that , unless otherwise defined by applicable law, any employment relationship with this organization is of an “*at will*” nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this “*at will*” employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledge in writing by an authorized executive of this organization.

In the even of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the Employer.

Signature of Applicant

Date